

**April 5, 2013 Update:**

1. **Local Finance Notice 2013-13 was issued on March 26th and explained for municipal clerks, county clerks, and other local government designees the new online filing process.**
2. **Local Finance Notice 2013-14 was expected to be released today but final corrections to the form that were sent to our vendor will not be completed before our office closes for the weekend. Therefore, we will not be able to release Local Finance Notice 2013-14, which contains filing instructions for local government officers as well as the web link to the form, until Monday, April 8th. We apologize for the delay.**
3. **We have extended the filing deadline (explained in more detail in LFN 2013-14) until the end of May, so local government officers will have plenty of time to review LFN 2013-14 and complete the form.**

**\* Please e-mail Assistant Division Director, Christopher J. Vaz, if you have any questions concerning the content contained in this notice. [christopher.vaz@dca.state.nj.us](mailto:christopher.vaz@dca.state.nj.us)**

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Dear Municipal Clerks, Freeholder Board Clerks, County Clerks, Local Ethics Board Secretaries, Regional Authority Secretaries and County College Presidents:

The Division of Local Government Services is reviewing all forms, processes and work-flows. Our goal is to facilitate efficiency and enhance transparency by using available technology to capture and report data we collect. As part of this review we developed an online process for Local Government Officers (LGOs) to file their financial disclosure statement forms commencing in 2013.

Although more specific information will be provided at a later date, in sum, LGOs within your local jurisdiction will electronically file their financial disclosure statements using the form that will be available on the Division's website. The completed forms will then be uploaded to the Division's website and you will be able to download and maintain the forms as the "original statement" required by N.J.S.A. 40A:9-22.6(b). The public will be able to search the forms from the Division's website "by agency" and/or "by LGO name."

We anticipate that the online form process will "go live" no later than the end of March. Therefore, you are advised that the Local Finance Board temporarily will not be enforcing the provision of N.J.S.A. 40A:9-22.6(b) requiring newly elected/appointed LGOs to file their financial disclosure statements within 30 days of taking office. Instead, newly elected/appointed LGOs who commence their office on and after January 1, 2013, but before the April 30, 2013 deadline, will be required to file their financial disclosure statements using the online process. This will ensure that the financial disclosure statements of all LGOs will be uniformly filed online in 2013.

**March 12, 2013 Update:**

1. In response to numerous e-mails and phone messages that we have received, be advised that the financial disclosure statement form is substantively the same form that LGOs have filed in past years.

The form used by the State Ethics Commission for State filers has NOT been adopted by the Local Finance Board.

2. We expect to release the Local Finance Notice with instructions for the new online filing process by March 25, 2013. Local government agencies should not accept any paper financial disclosure statements in the meantime as all LGOs will be required to use the online filing process.
3. It is important that all local government agencies ensure that their municipal clerks, county clerks, and other key personnel who will be involved in distributing the financial disclosure statements and filing the roster with the Local Finance Board are registered through GovConnect (EGG) to receive electronic notices from the Division of Local Government Services. This is especially important if your agency appointed a new clerk or board secretary during the past 12 months.

<http://www.nj.gov/dca/divisions/dlgs/uptodate/egg.html>

[http://www.nj.gov/dca/divisions/dlgs/uptodate/dlgs\\_email\\_news.html](http://www.nj.gov/dca/divisions/dlgs/uptodate/dlgs_email_news.html)